

An aerial photograph of San Jose, California, showing the city skyline and a complex highway interchange. The image is overlaid with a green tint. A purple square is positioned in the center of the image, overlapping the green tinted area.

Assistant Chief Information Officer

THE COMMUNITY

San José, the “Capital of the Silicon Valley”, is California’s third largest city (population 945,000) and the tenth largest city in the nation. With a world-renowned quality of life, San José is the heart of cultural, government, and economic activity for the Silicon Valley region.

San José is ranked as having the highest median U.S. household income (\$76,181). At the heart of the dynamic Silicon Valley region is a thriving economy sustained in part by many innovative high-tech and manufacturing companies that make the region a national leader in exports. In addition to accessible and modern light rail, commuter rail, and bus systems, the region is also served by the convenient Norman Y. Mineta San José International Airport located close to San José’s vibrant downtown.

San José is consistently recognized as being the Safest Big City in America with the best public safety record of any metropolitan area in the country. The City celebrates a broad diversity in its population as one of its greatest strengths, and its local communities have strong heritage and economic ties around the world that enrich the cultural environment.

People living and working in San José recognize they are living in one of the nation’s best-managed cities



as well as one of the best places for business and career opportunities. Santa Clara Valley is home to more than 1.5 million people, but the area boasts unique and livable neighborhoods that are proud of their excellent quality of life for all residents.

In addition to an ideal mild climate, the area offers a wide variety of exciting cultural, recreational, education and entertainment opportunities. HP Pavilion at San José in the center of the city is home to the NHL Sharks and a full schedule of cultural and sporting events. Other community and cultural landmarks include the Children’s Discovery Museum, San José Repertory Theater, Tech Museum of Innovation, San José State University, and the Mexican Heritage Plaza. San José is also in close proximity to the beautiful beaches of Northern California, the Sierra Nevada, and the unique environment of the San Francisco Bay Area.

CITY GOVERNMENT

San José was founded in 1777 and was California’s first civilian settlement. On March 27, 1850, it became California’s first incorporated city and the site of the first State Capital. The City of San José is a full service Charter City and operates with a Council-Manager form of government. The City Council is comprised of ten Council Members elected by district and a Mayor who is elected at large. The Mayor and Council Members are elected to four-year, overlapping terms and are limited to two four-year terms.

The City Council appoints six Charter Officers — the City Manager, City Attorney, City Auditor, City Clerk, Redevelopment Agency Executive Director, and Independent Police Auditor. Department directors are appointed by the City Manager, subject to confirmation by the City Council.

The City of San José has 6,845 positions and a total budget of \$3.0 billion for fiscal year 2006-2007. To learn more about the City of San José, visit the City’s website at www.sanjoseca.gov.

INFORMATION TECHNOLOGY DEPARTMENT

The City of San José is proud of its link to the innovation and entrepreneurial spirit of the Silicon Valley, and strives for that same spirit and high quality in municipal government services. The Information Technology Department (ITD) is supported by 100 dedicated staff and an annual operating budget of \$18 million. The CIO’s leadership is supplemented by the Assistant CIO. ITD is currently organized into four distinct divisions: Communications and Infrastructure, Enterprise Applications and Databases, Planning and Project Delivery, and Administrative Services. The Department also participates in an Information Technology Planning Board (ITPD), comprised of department directors who offer advice and policy direction on IT related issues. The Assistant CIO will serve as the Chairperson of the

Architectural Committee of the ITPB which is comprised of representatives from City departments.

THE POSITION

The top priority for the Department is to improve service and support to its customers as they settle into operations at the New City Hall. The incoming Assistant CIO will have the opportunity to immediately focus on several major initiatives for the Department, including a review of the enterprise architecture and information security practices, participation in an enterprise-wide business process for the City's shared applications, and an evaluation of the City's IT Disaster Recovery practices to ascertain areas for improvement. In addition, upon assuming his/her new role, the Assistant CIO will support the Chief Information Officer in:

- Assessing the Department's structure and its capacity to deliver and sustain services
- Building an effective ITD management team
- Finalizing and implementing the City's voice and data communications strategy
- Developing strategic funding strategies for technology needs
- Strengthening communications within the Department as well as with customers/partners
- Exploring e-Governance and other technology options for community usage consistent with the City's Economic Development Plan
- Positioning the Department as a driver of technology
- Aligning technology needs with City Council policy

The Assistant CIO reports to the Chief Information Officer and may serve as the Acting CIO in his

absence. The incumbent may periodically be required to attend various public committee and City Council meetings, and will play a vital role as a member of the City's Architecture Planning Board. The Assistant CIO will be expected to partner with other City departments and collaborate with stakeholders within and outside of the City organization towards the successful accomplishments of organizational goals and objectives.

THE IDEAL CANDIDATE

Exceptional candidates will be high energy managers who are inspired by large scale challenges and opportunities. Those individuals who exhibit a strong customer orientation and whose styles reveal a partnership approach will be received favorably. In addition to being gifted leaders, these individuals will also be effective managers of people who recognize good work, value professional development, and consistently establish a clear direction, set high standards and hold people accountable. A demonstrated ability to remain connected to front line service providers will be weighted positively.

Education & Experience

Ideal candidates will possess prior public sector experience. A combination of public and private sector experience is also desirable. Candidates who have enjoyed successful careers exclusively in the private sector must exhibit the ability to quickly acclimate into a large, complex public organization. Suitable candidates will also possess highly developed political instincts. A history of managing a substantial portfolio of responsibilities and a demonstrated ability to establish immediate

priorities and long-term objectives are necessary to succeed in this position.

Experience with the rollout and maintenance of major new initiatives is highly desirable.

In addition, the ability to accurately understand and translate complicated IT issues into understandable terms will be a prerequisite for success in San José.

In addition to significant management experience in an organization of similar size and complexity, a Bachelor's degree in public or business administration, information management, computer science, or related discipline, or equivalent experience, is required and a Master's degree is highly desirable.

Professional Competencies and Characteristics

In addition to the above qualifications and previously identified characteristics, the following attributes have been identified as being critical to the predictable success for the incoming Assistant CIO:

- Interdisciplinary focus with an emphasis on customer service





- Superior communicator regardless of the audience
- Effective listener
- Decisive once input has been received and viewpoints are known and understood
- Results and action oriented – a “hands-on” approach
- Visionary
- Enthusiastic
- Strategic
- Uncompromising integrity
- Highly resourceful and innovative
- Resilient
- Team builder

COMPENSATION AND BENEFITS

The salary for this position will be dependent upon the qualifications and experience of the selected candidate. The current range is from \$108,950 to \$169,832. The City provides an excellent array of benefits that includes the following:

- Retirement – 2.5% @ 55 formula utilizing single highest year – full reciprocity with CalPERS (the City contributes 21.98% and the employee contributes 7.58%).
- City pays 90% of the lowest cost health insurance premium for family coverage; employee family premium cost for the lowest cost plan will not exceed \$50 per month in 2006. If another plan is selected, the employee pays the amount in excess of 90% of the lowest cost plan.

- City pays 100% for the lowest priced dental insurance plan for family coverage. If another dental plan is selected, the City pays 95% and employee pays 5%.
- Life Insurance equal to two times annual salary
- Generous vacation, executive leave and holiday package
- 457 (b) Deferred Compensation Plan
- Tax deferred medical and dependent savings plan
- Accident insurance, long-term disability insurance, and an employee assistance program are also available
- Out of area relocation assistance

APPLICATION AND SELECTION PROCESS

The final filing date is **Friday, August 25, 2006**. To be considered for this exceptional career opportunity, submit a cover letter with current salary, resume, and a list of six professional references to:



Christine Iams
CPS EXECUTIVE SEARCH
241 Lathrop Way
Sacramento, CA 95815
Tel 916.263.1401
Fax 916.561.7205

Email: resumes@cps.ca.gov
Website: www.cps.ca.gov/search

Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the highest qualifications will be given preliminary interviews by the consultant in late August. Candidates deemed most qualified will be reported to the City. A small group of candidates will be invited to participate in final interview and selection activities in San José scheduled for mid-late September. Following the selection activities, the selected candidate will undergo a thorough background investigation and reference check.

The City of San José is an Equal Opportunity Employer